

SECRET

C-O-P-Y

6 November 1956

MEMORANDUM TO: Chief, FE Support Base, []
THRU : Chief, Support Branch, []
FROM : Records Management Officer
SUBJECT : Preliminary Records Survey

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I PURPOSE

To make a preliminary survey of the [] for the purpose of determining the amount of time and personnel necessary for implementing a Records Management Program.

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II FINDINGS

As a result of the survey, an estimated 3100 cubic feet of material is maintained in over 460 pieces of filing equipment in the [] and [] areas.

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III RECOMMENDATIONS

- a. That a comprehensive records survey be made of all records in the above areas.
- b. That from the information contained in the survey, a records control schedule be prepared, coordinated and approval obtained by all interested components.
- c. That an area be designated as a records storage center and procedures be prepared and implemented to effect the orderly retirement of inactive records.
- d. That a study be made for the installation of the subject numeric file system, as used in Headquarters, to cover administrative and nontechnical files.
- e. To advise and recommend any necessary changes which will provide for an improved Records Management Program.

IV. PROPOSAL

If the foregoing recommendations are approved, it is estimated that a team of two records analysts will be needed for a period of at least six months to complete the assignment.

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[]
/s/

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